

## OVERVIEW OF BUDGET

**DEPARTMENT: INFORMATION SERVICES DEPARTMENT**  
**CHIEF INFORMATION OFFICER: LEYDEN L. HAHN**

	2003-04				
	Appropriations/Oper			Rev Over	
	Expense	Revenue	Local Cost	(Under) Exp	Staffing
Application Development	10,208,475	4,480,501	5,727,974		94.8
Emerging Technology Division	1,755,861	274,900	1,480,961		17.2
Computer Operations	19,131,201	15,981,129		(3,150,072)	129.9
Network Services	17,499,757	17,499,757		-	102.2
Total	48,595,294	38,236,287	7,208,935	(3,150,072)	344.1

**BUDGET UNIT: APPLICATION DEVELOPMENT (AAA SDD)**

### I. GENERAL PROGRAM STATEMENT

Information Services' Application Development Division develops, enhances and maintains computerized business systems. In addition, Application Development provides management and coordination of large multi-departmental automation projects, consultation for a wide variety of vendor platforms, acquisition and integration of turnkey software applications and proposal development.

### II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	12,763,168	11,722,743	10,391,836	10,208,475
Total Revenue	6,512,817	6,431,886	5,344,485	4,480,501
Local Cost	6,250,351	5,290,857	5,047,351	5,727,974
Budgeted Staffing		101.3		94.8
<b><u>Workload Indicators</u></b>				
Project Hours	149,873	149,479	136,800	127,400

In 2002-03 appropriations of \$11,722,743 are estimated to be under budget by \$1,330,907 as a result of cost reduction measures implemented to offset reduced revenues caused by State budget cuts and adjustments for the 4% spend down plan. Expenditure reductions include savings from vacant positions (\$480,172); reduced services and supplies (\$800,735); and the deletion of fixed asset purchases (\$50,000). The decrease in project hours in 2003-04 reflects the impact of the 4% spend down and reduced revenues from HSS. These reductions translate into a loss of approximately 22,079 project hours from contracted professional services and regular staff time of 6.5 budgeted staffing.

### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

#### **STAFFING CHANGES**

Included in Base Year Adjustments is a decrease of 3.0 positions (1.0 Team Leader, 1.0 Team Aide II and 1.0 Programmer Analyst/Programmer) which were eliminated as a result of the 4% Spend Down Plan.

The reduction of 3.5 Programmer III positions was eliminated based on further cost reduction measures to compensate for lower revenues.

#### **PROGRAM CHANGES**

Service revenues from Human Services, Courts, Public Health and District Attorney decreased from a budget of \$3.8 million in 2002-03 to \$1.3 million in 2003-04. This reduction of \$2.5 million was caused primarily by state budget cuts and has impacted this budget significantly. Some of the lost revenue has been offset partially by

## INFORMATION SERVICES

projected revenue increases of \$500,000 by projects in Public Works, GIS parcel base map and various countywide management projects. Support costs in computer software, training, equipment purchases, general office expenses, and travel budgets have been reduced drastically to offset these revenue losses in order to stay within local cost.

For the most part, service levels within the unit have declined for affected departments and the ability to respond to additional service requests has also been impacted. Any additional cuts in this budget unit will further reduce the ability to support critical business systems used by the Fiscal, Law and Justice, Sheriff and Administrative groups. The use of contract resources in the professional services budget has also been reduced by \$1.2 million and nearly eliminated to accommodate needed cost reductions.

### OTHER CHANGES

None.

## IV. VACANT POSITION IMPACT

The department has a total of 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	1.0	Slated for Deletion
Vacant Budgeted In Recruitment <u>1.0</u>		Retain
Total Vacant	2.0	

The department did not submit a vacant position restoration request.

## V. OTHER POLICY ITEMS

None.

## VI. FEE CHANGES

None.

GROUP: Administrative/Executive  
 DEPARTMENT: Information Services  
 FUND: General AAA SDD

FUNCTION: General  
 ACTIVITY: Other General

## ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	7,650,100	8,130,272	427,910	-	8,558,182
Services and Supplies	2,212,889	3,013,624	(1,014,253)	-	1,999,371
Central Computer	117,269	117,269	(26,942)	-	90,327
Equipment	-	50,000	(50,000)	-	-
Transfers	<u>411,578</u>	<u>411,578</u>	<u>(47,687)</u>	<u>-</u>	<u>363,891</u>
Total Appropriation	10,391,836	11,722,743	(710,972)	-	11,011,771
<b><u>Revenue</u></b>					
Current Services	<u>5,344,485</u>	<u>6,431,886</u>	<u>(1,148,089)</u>	<u>-</u>	<u>5,283,797</u>
Total Revenue	5,344,485	6,431,886	(1,148,089)	-	5,283,797
Local Cost	5,047,351	5,290,857	437,117	-	5,727,974
Budgeted Staffing		101.3	(3.0)	-	98.3

GROUP: Administrative/Executive  
DEPARTMENT: Information Services  
FUND: General AAA SDD

FUNCTION: General  
ACTIVITY: Other General

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<b><u>Appropriation</u></b>							
Salaries and Benefits	8,558,182	(6,055)	8,552,127	(71,866)	<b>8,480,261</b>	-	8,480,261
Services and Supplies	1,999,371	(862,490)	1,136,881	-	<b>1,136,881</b>	-	1,136,881
Central Computer	90,327	-	90,327	-	<b>90,327</b>	-	90,327
Equipment	-	-	-	-	-	-	-
Transfers	<u>363,891</u>	<u>65,249</u>	<u>429,140</u>	-	<b><u>429,140</u></b>	-	<u>429,140</u>
Total Appropriation	11,011,771	(803,296)	10,208,475	(71,866)	<b>10,136,609</b>	-	10,136,609
<b><u>Revenue</u></b>							
Current Services	<u>5,283,797</u>	<u>(803,296)</u>	<u>4,480,501</u>	-	<b><u>4,480,501</u></b>	-	<u>4,480,501</u>
Total Revenue	5,283,797	(803,296)	4,480,501	-	<b>4,480,501</b>	-	4,480,501
Local Cost	5,727,974	-	5,727,974	(71,866)	<b>5,656,108</b>	-	5,656,108
Budgeted Staffing	98.3	(3.5)	94.8	(1.0)	<b>93.8</b>	-	93.8

## INFORMATION SERVICES

### Base Year Adjustments

Salaries and Benefits	223,983	MOU.
	423,444	Retirement.
	10,755	Risk Management Workers Comp.
	(230,272)	4% Spend Down Plan- (Delete 1.0 Team Leader, 1.0 Team Aide II, 1.0 Programmer Analyst/Programmer).
	<u>427,910</u>	
Services and Supplies	(1,037,228)	4% Spend Down Plan.
	<u>22,975</u>	Risk Management Liabilities.
	<u>(1,014,253)</u>	
Central Computer	<u>(26,942)</u>	
Equipment	<u>(50,000)</u>	4% Spend Down Plan.
Transfers	(42,223)	4% Spend Down Plan.
	<u>(5,464)</u>	Incremental change in EHAP.
	<u>(47,687)</u>	
Total Base Year Appropriation	<u>(710,972)</u>	
Current Services	<u>(1,148,089)</u>	4% Spend Down Plan.
Total Base Year Revenue	<u>(1,148,089)</u>	
Total Base Year Local Cost	<u>437,117</u>	

### Recommended Program Funded Adjustments

Salaries and Benefits	(6,055)	The reduction of 3.5 Programmer III's was due to reduced service revenues; offset by step increases and increase cost for overtime and call back.
Services and Supplies	(839,464)	Reduced professional services contractor costs due to decreased revenues.
	<u>(23,026)</u>	GASB 34 Accounting Change (EHAP).
	<u>(862,490)</u>	
Transfers	42,223	Increase to reflect changes in internal cost transfers to IAJ.
	<u>23,026</u>	GASB 34 Accounting Change (EHAP).
	<u>65,249</u>	
Total Appropriation	<u>(803,296)</u>	
Revenue	(803,296)	Decreased to reflect reduced service revenues from HSS, Public Health and Courts partially offset by increased revenues from Public Works, GIS and workflow and content management projects.
	<u>(803,296)</u>	
Total Revenue	<u>(803,296)</u>	
Local Cost	<u>-</u>	

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Local Cost
Vacant Budgeted Not In Recruitment - Delete	1	1.0	71,866	-	71,866
Vacant Budgeted in Recruitment - Retain	1	1.0	108,526	-	108,526
Total Vacant	2	2.0	180,392	-	180,392
Recommended Resoration of Vacant Deleted	-	-	-	-	-

**Vacant Position Impact  
AAA SDD Detail**

	<b>Position Number</b>	<b>Budgeted Staffing</b>	<b>Salary and Benefit Amount</b>	<b>Revenue</b>	<b>Local Cost</b>
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
Vacant Budgeted Not in Recruitment					
Programmer III	4627	(1.0)	(71,866)	-	(71,866)
Subtotal Recommended - <b>Delete</b>		(1.0)	(71,866)	-	(71,866)
Total Slated for Deletion		(1.0)	(71,866)	-	(71,866)
<u>Vacant Budgeted In Recruitment - <b>Retain</b></u>					
Business Systems Analyst II	70013	1.0	108,526	-	108,526
Total in Recruitment Retain		1.0	108,526	-	108,526

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.